

Instructions for CS-1758 Position Recoding Worksheet

*Recoding is the change of a supervisor, process level, or department code for a position. The position's duties and responsibilities are **essentially unchanged**.*

An appointing authority must indicate the reason for the position recoding request in the "Appointing Authority's Comments" section of the form.

Situations when you should recode:

1. When a position and the function (duties and responsibilities) are being moved to a new supervisor or department code. Position can be occupied or vacant.
2. When an entire unit or section is being moved to a new area and they will continue to perform the same duties and responsibilities.

It is inappropriate to recode an employee to a new area with different duties. Nothing in the position file changes when a recoding sheet is done for a position. Therefore, a request to reclassify an employee later based on the new duties will not be appropriate.

The appointing authority signature on the recoding worksheet certifies there is no change in the duties and responsibilities for the position.

Please note that every effort will be made to process position recoding worksheets during the pay period in which they are received. HRMN status and the DCDS system both have an impact on the timing of entry. The following shaded days indicate when position recoding worksheets can be entered to take effect in the pay period. Anything entered on the last Thursday or Friday of a pay period will not take effect until the beginning of the **following** pay period.

Pay Period	WEEK ONE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	WEEK TWO	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday